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2 July 1969

MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting with Messrs. Meloon, [REDACTED] Regarding
Urgent Need for the Building Planning Staff Architect

25X1A

1. The value of a team approach to building planning was discussed. The personnel limitations under which the Office of Logistics (OL) is functioning were recognized, including the fact that there are only three architects on the OL staff.

2. I discussed the following information with those present and then passed the details to them to read:

Imminent need for an architect for the BPS:

An architect is a vital member of a planning team.

The need for brainstorming and a creative attack is now.

External applications of architect's background, knowledge,
and skills

Approaches, traffic and parking schematics

Utility sources, flow lines, and distribution points

Special purpose configurations

Building elevations (in relation to present building)

Sketches of possible unique details for inclusion

Artist drawings of possible structures against backdrop
of present building - octopus, hub, iceberg, wheel/spiral,
dispersal, cluster

Personnel transportation concepts - underground systems

Internal applications of architect's background, knowledge,
and skills

Conceiving of man/work/space relationships

Ceiling variations (building not people)

In-sight communication lines and other conduit arrangements
and conductors

Storage walls in modulation

Garden Offices

Master plan progressions - phased development of general plans

Plans for Agency site only

Plans for Agency site plus BPR space

Plans for Agency site plus satellite location (X)

Renderings

Pre-submission sketches

Alternative proposals for presentations within the Agency

Final renderings

Presentations prepared with assistance from Visual Aids

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Excluded from automatic
downgrading and
declassification

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Constant work on Space Directives

First the directive for A&E

Second the directive for Congressional submission, with GSA

3. It was recognized that bringing a new man on board to function on the BP Staff would not be satisfactory. The need for training and acquainting him with the nature and ways of the Agency would pose too great a delay to his effectively contributing of his architectural background. It is presently ~~anticipated~~ ^{anticipated} that one of the three architects presently on board would be made available. This subject will be discussed further with appropriate OL officers, and the DD/OL will be in touch with me within the next few days on this matter.

25X1A

[REDACTED]

Chief

Building Planning Staff, OL

Distribution

Orig - OL/BPS/Subject File (Personnel)

1 - OL/BPS/Chrono

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OL/BPS/[REDACTED]
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